



## BUSINESS SERVICES - PROCUREMENT AND CONTRACTING

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1250 Siskiyou Blvd, Ashland, Oregon 97520  
 T 541-552-6574 | F 541-552-6573

### Sole Source Request Form

10/1A sole source is a process where the Institutional President, the Chancellor or designee has made a Written determination that due to special needs or qualifications, only a Single Seller is reasonably available to provide such personal or professional services or goods or services. Sole source procurements will be **avoided** except when no reasonably available alternative source exists. Sole sources **must** be advertised by procurement and contract services for 7 days prior to ordering. For sole source purchases over \$25,000, a Sole Source Request Form is required. If approved, the department will receive a copy of this form providing the earliest date they can proceed, based on the required advertising period.

<b>DEPARTMENT</b>	<b>FMP Utilities (Bookstore Elevator Upgrade)</b>
<b>REQUESTOR</b>	<b>Keith Beed</b>
<b>DATE SUBMITTED</b>	<b>10/08/2024</b>
<b>PROPOSED VENDOR</b>	<b>Centric Elevator</b>
<b>GOOD(S) OR SERVICE(S)</b>	<b>Provide, install, and program non proprietary elevator controls</b>
<b>CONTRACT AMOUNT</b>	<b>\$105,000</b>

Please answer the following with as much detail as possible (attach additional materials as needed):

<b>What are the unique specifications of these good(s) or service(s) which make it imperative to your success?</b>	<b>Centric Elevator has provided non proprietary goods and services for over 20 years including elevator controls. We have contracted in the past with other elevator companies only to have issues come up which necessitated the need to transfer service and repair to Centric Elevator which incurred additional fees and costs to the university.</b>
<b>Could you change your unique specifications, while getting the same performance or results, to make it available from multiple sources?</b>	<b>The University has tried in the past to upgrade elevator controls to non proprietary equipment to other sources only to have them not produce nor complete the job awarded to them.</b>
<b>Explain how you determined that this is the only vendor.</b>	<b>This vendor is on our Retainer program and has performed many other upgrades to elevators on campus. They have successfully performed maintenance and repairs to all elevators on campus over the years.</b>
<b>If your proposed vendor went out of business how would it affect your success?</b>	<b>We would have to accept another elevator companies product that may not meet our non proprietary requirements and/or service requirements.</b>
<b>Other Comments:</b>	

Submit form, attachments, and copy of departmental requisition to the Director of Business Services.

Initial Review Date:	10/18/2024
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### Sole Source Request Form

Procurement and Contract Services has found that due to special needs or qualifications only a single seller is available to provide these goods.

Signed by:

*[Signature]*

10/18/2024

Date

V.P. for Finance and Administration

Institutional Approval to go forward with Sole Source Purchase

#### **Business Services Internal Use Only**

This sole source will be advertised on the ORPU and Bonfire websites from: 10/18/24 to: 10/29/24

Signed by:

*[Signature]*

10/18/2024

Date

Service Center - Purchasing Office (Acknowledgement of advertising)